



# SOUTHERN PLAINS EDUCATION COOPERATIVE

1200 N. Park St. \* Fairmont, MN 56031  
 Phone (507) 238-1472 \* Fax (507) 238-2361

## STAFF DEVELOPMENT APPLICATION

Please print back to back or staple the second page and return to **Megan Heller**

NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_ BUILDING(S)/DISTRICT(S): \_\_\_\_\_

DATE(S) OF WORKSHOP: \_\_\_\_\_

WORKSHOP TITLE: \_\_\_\_\_

**\*Please also send a copy of brochure/pamphlet for the workshop**

\*How does this workshop fit with other goals or initiatives?

\*How will this program improve the programming for students?

\_\_\_\_ I have included a copy of the workshop brochure/pamphlet with this application

\_\_\_\_ I am aware there may be some follow up to ensure implementation (please initial)

Registration	\$	Preferred payment method for Registration: <input type="checkbox"/> I already registered and will need reimbursement <input type="checkbox"/> I need a purchase order <input type="checkbox"/> I need a check ( <u>must be three weeks prior</u> ) Name of Agency check /p.o. needs to be written to: _____ Address: _____  <b>*Staff members are responsible for registering for the workshop.</b>
Room Fee (must be paid by employee up front, submit for reimbursement)	\$	
Meals (must be paid by employee up front, submit for reimbursement) Nonmetro \$30/day Metro \$40/day		
Estimate mileage round trip _____ miles X .655 per mile	\$	
Sub costs (only complete if applicable) SPEC Teacher \$172.24/day Para Class I \$16.30/hour		
Expenses (estimate)	\$	
<b>Total</b>	\$	
Payroll: <input type="checkbox"/> Work Day-no sub <input type="checkbox"/> Work day-sub <input type="checkbox"/> Flex day <input type="checkbox"/> Time sheet		

### Office Use Only

Approved     Denied    Amount Approved \_\_\_\_\_    Director Signature \_\_\_\_\_

Coding:       Administration     Staff Development     Birth-3

## Staff Development Request Procedures

### **STAFF MEMBER:**

- Submit staff development request to district/building. ALC, ECSE, and other low-incidence staff apply directly to Southern Plains
- If not fully funded by district/building, **submit staff development request to Southern Plains (Megan)**
- Requests a substitute
- Request van by calling SPEC Office

Office Coordinator (Megan):

- Gives staff development request to the Director

Director (Sarah):

- Approves or denies
- If the application is denied – Sarah will make a note related to the reason for the denial

Office Coordinator (Megan):

- Notifies staff they are approved and includes copy of form

### **STAFF MEMBER:**

- Registers for Workshop (you may register earlier, but if your request is denied, you must cancel the registration and personally incur any fees as a result)
- Reserve hotel accommodations, if needed  
(Employee will book and pay for hotel up front, then submit for reimbursement)
- Return invoices to Judy (if purchase order was utilized)

Accounting Specialist (Judy):

- Cuts a check (only on check run weeks) or completes purchase order.
- Files Staff Development request in the staff development binder

### **IMPORTANT REMINDERS:**

- SPEC office is not responsible for your registration for the activity, your lodging reservations or any other arrangements.
- Submit receipts for reimbursements in a timely manner (no longer than one month after the workshop or June 10 – whichever is first).

*Staff may at any time request to see who has requested staff development requests and denials.*